

**City of Franklin**  
**50th Anniversary Committee Minutes**  
**Wednesday, July 26, 2006**

**Chairman, Ken Skowronski called the meeting to order.**

**Roll Call:**

**Present** – Fred Baumgart (City of Franklin Building Inspector), Al Block, Rosanne Burac-Englert, Gaylord Hahn (Franklin Police Dept.), Ald Al Hammelman, Bob Herman, Sue Herman, Norm Hintz, Patty Johnson, Bob Knackert, Ro Lewandowski, Jim Martins (Franklin Fire Dept.), Joe Mrozinski (Milw. County Parks), Chuck Searle, Ald Ken Skowronski, Bill Tietjen, Bill Wucherer.

**Minutes from the meeting 7/12/06 were approved.**

**Updates provided as follows:**

**Historical Society**

***City of Franklin History Book* –**

Al Block indicated sales are doing well. Important to know that the book was published locally. There have been comments regarding how the book is organized in terms of contents. Al mentioned that the largest section is a community effort. The Historical Society has been invited to share some photos from the book with the new Wauwatosa Savings bank. The photos would be on display in the bank. He also mentioned that if all the 400+ businesses listed within the history book would be involved in the sale of the books, there would be an opportunity to generate several thousands of dollars for the Historical Society.

**Labor Day Fair – 50<sup>th</sup> Tent**

The 50<sup>th</sup> committee will have a small tent on the corners of St. Martins/Swiss St. during the event. We will sell remaining 50<sup>th</sup> memorabilia, the history book, children's history book and the cookbook. It is important to note the committee voted to discount 50<sup>th</sup> items (t-shirts, mugs, cards, beer steins) for the fair, as well as for the August 19<sup>th</sup> family event.

**Public Relations for Events**

Patty Johnson shared the insert for the city newsletter. The inserts will be printed at the print shop in the House of Correction. Bill Wucherer will notify Lisa Huening of the insert for the upcoming newsletter. Patty indicated there will be a gate brochure designed that will include a basic map of activities, exhibit information and times for events.

**Saturday, August 19 – Franklin Family Day at the County Sports Complex**

***Sponsorship/fundraising*** – Ald. Ken Skowronski confirmed all major expense items for the event have been covered by sponsors; with Wauwatosa Savings covering the cost for all the main tent entertainment and Andy's covering the fireworks display. Smaller donations will be combined to cover all other expenses, including children's activities, advertising, informational materials.

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**Saturday, August 19 – Franklin Family Day at the County Sports Complex-continued**

**Indoor Exhibitors** - Matt and Rosi Englert will be responsible for the overall indoor set-up, serve as the key contact for the exhibitors, and cover the indoor 50<sup>th</sup> sales booth. Will need four additional fire extinguishers to meet code requirements. Also, there will be no power sources available to the exhibitors. Exhibits will be open to the public from 10 a.m. until 6 p.m. Exhibitors may set up as early as 3 p.m. Friday, August 18.

**50<sup>th</sup> Memorabilia** – Two locations (one inside, one outside) will be provided for sale of all items (History Book, Children's History Book, mugs, beer steins, T-shirts, playing cards, cookbook. 50<sup>th</sup> items will be discounted. Rosi Burac-Englert is in charge of setting up and staffing indoor booth while Ro Lewandowski will take care of the outdoor booth. Will also sell items at the Labor Day Fair.

**Fireworks - Contract** has been signed. Cost is \$10,000 for the aerial works, and another \$2500 for the special ground works. Aerial works will be set up in the back of the complex (north), while the ground works will be set up on the South end of the grounds. Both areas will require fencing to meet the 540 ft for fallout. Need to confirm who will set up the fencing. Spielbauer will set up the fireworks three to four hours prior to the start at 9:30 p.m. The band will break during the fireworks (about 45 minutes)

**Volunteers** -. Bill Tietjen has indicated there are four primary areas needed for volunteers:

- 1. Inside Exhibitors – Committee heads = Matt and Rosi Englert**
  - a. Each exhibitor will receive 1 table and 2 chairs
  - b. Tape out areas to insure adequate space between exhibits
  - c. All exhibitors must commit by Friday, August 4
  - d. Exhibitors may set up starting at 3 p.m. Friday, August 18
- 2. Parking – Committee Heads = Ald Al Hammelman, Chuck Searle, Bob Knackert**
  - a. Chuck will create a grid for volunteer time slots
  - b. Ald. Ken Skowronski will be meeting with the Scout Master to solicit the assistance of the Boy Scout and the Cub Scouts for parking. Agreed to bring in at the August 9<sup>th</sup> meeting to confirm scheduling.
  - c. Ald. Ken Skowronski will also request the assistance of the Girl Scouts (Sandi Wesolowski and Sherry O'Neil are Scout Leaders).
  - d. Ro Lewandowski will check with the school to solicit National Honor Society members as part of their community service hours.
  - e. Ro Lewandowski suggested notification of businesses in the business park that there may be people parking and walking across Ryan Road.
  - f. City needs to post NO PARKING signs in the condo complex adjacent to the Sports Complex and any other areas where necessary.
  - g. Bill Tietjen will attempt to get vest/flags.
  - h. No parking on the east side of drive, will cut grass along west side for extra parking.
  - i. Milwaukee County will provide a key person to assist in coordination. The committee is responsible for the volunteers.

***Volunteers -.continued***

- 3. *Site Clean-Up – Committee Heads = TBD (Bob Knackert volunteered to assist)***
  - a. Responsibilities include disposal of waste during the event and tear-down
  - b. Confirm County can provide 1-2 carts to use for moving the waste from containers to the dumpsters.
  
- 4. *Event Staging – Committee Head = Bill Tietjen***
  - a. Responsibilities include development of aerial layout of grounds (Bill).
  - b. Set up 1-2 days prior
    - i. (Karls will set up tents on Thursday, August 17
    - ii. Children's Activities will be set up starting at 8 a.m. on August 19

***Other Activities/Action Items –***

1. The Scouts will set up a display on the grassy circle area in front of the building.
2. Need to create signage at key entry points to Welcome community and mention no carry-ins allowed. (No Carry-ins will also be in the gate brochure).
3. Letter to be sent to the adjacent condominium association.
4. Volunteer request will go out as a press release (Patty Johnson will handle) Rosi Burac-Englert will be the contact person.
5. Al Block suggested a stock of plastic ponchos in case of rain for volunteers.
6. Bill Wucherer will check with Rawson Medical Center to request some first-aid items be made available.
7. Ald. Ken Skowronski will check with Glen Elliot of Payne and Dolan regarding the use of a generator for outside power needs.
8. Ald. Ken Skowronski will order 300 7" footballs with the sponsor logo and the 50<sup>th</sup> logo to be given away to participants at the football clinic and throughout the day.
9. Bart Adrian will be coming at noon to formally kick off the day.
10. Kurt Buelow is getting information together regarding Franklin veterans.
11. Ald. Ken Skowronski will check with the Army to see if can bring their rock climbing wall.
12. American Family may have a bike "rodeo" and 911 education display.
13. Ald. Ken Skowronski mentioned the possibility of a Balloon Racing Team. The cost would be \$1500.
14. Bill Wucherer will order approximately 60-75 Volunteer T-shirts.

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***September Event -***

Rosi Burac-Englert has a call into Jack Norman catering to discuss the menu (hor'd vors only). Ro Lewandowski will provide invitation samples. Need to confirm the start time. Agreed will have both a buffet as well as servers passing appetizers during the event.

**Agenda Items for next meeting-**

- Date: Wednesday, August 2, 2006
- Location: Milwaukee County Sports Complex (to be confirmed via Agenda)
- Time: 6:30 p.m.
- NOTE: The Committee will be meeting every Wednesday until the August 19 event: Aug 2, 9, 16
- Items for discussion on Aug 2:
  - o Volunteer Grid
  - o Aerial layout of grounds
  - o Confirmation of site clean-up committee head
  - o Who will notify the adjacent condo association?
  - o Who will post No Parking Signs in designated areas?
  - o Who will make and post Welcome/No Carry-in signs?
  - o Update on all Exhibitors to date

The meeting adjourned at 8: 40 p.m.